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# Guidelines for Development of A Refresher Course For Registered Nurses and Licensed Practical Nurses

**Alabama Board of Nursing**

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**Montgomery, Alabama 36130**

## Acknowledgements

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The Alabama Board of Nursing established the Advisory Council on Continuing Education in January 2001 to facilitate an update of the guidelines for development of refresher courses and to provide input for potentially amending the Continuing Education Rules for Licensure (Alabama Administrative Code, Chapter 610-X-10). The members of the Council were comprised of nurse administrators, staff nurses, nurse educators and researchers from all regions of the State of Alabama. They convened first on January 18, 2001. Using evidence-based approach, they completed their assignments on August 30, 2001. With few modifications, the Board's Committee on Continued Competence and Continuing Education recommended that the Board adopt the Guidelines for the Development of a Refresher Course for Registered Nurses and Licensed Practical Nurses. The Board of Nursing Acknowledges the expertise of the members of this Advisory Council and the considerable effort extended to facilitate the Board's efforts for the regulation of nursing practice.

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**ALABAMA BOARD OF NURSING**  
**Guidelines for Development of a Refresher Course**  
**For Registered Nurses and Licensed Practical Nurses**

**2001**

**INTRODUCTION**

In Alabama, licensed nurses may elect to renew a license, or allow the license to lapse. At times, nurses elect to retain a license on active status, yet not practice nursing. The individual nurse is accountable for competence to practice. Refresher courses are designed to update knowledge and skills to facilitate reentry or transition into practice. The Alabama Board of Nursing acknowledges refresher courses as acceptable activities for continuing education for the renewal of a license to practice nursing. The following information is intended to assist agencies or entities in developing and implementing refresher courses for preparing nurses for reentry or transition into practice.

## **STANDARDS**

1. The refresher course shall be organized on a foundation of principles of adult education.
2. The refresher course shall evidence a body of study with both theoretical and clinical components including measurable objectives, which are relevant to scope of practice, current practice modalities and technologies.
3. The theoretical and clinical components shall be planned, developed and facilitated by registered nurses who are knowledgeable of educational strategies, and subject matter necessary for safe reentry or transition into practice. Consultation with qualified individuals in other health care disciplines is recommended.
4. Clinical activities shall be supervised or evaluated by registered nurses who are knowledgeable of educational strategies and subject matter, and are experienced in the clinical technologies essential to the practice of safe nursing.
5. Adequate, up-to-date resources shall be available to facilitate the learning process.
6. Expected outcomes shall be developed and disseminated prior to beginning the course of study.
7. Individual consideration shall be given to assessing and planning activities for learning needs (for example, satisfactory performance on written pre-test and

clinical evaluation may allow the progression to other content areas in the content outline).

8. Evaluation of outcomes in written examination and clinical performance must evidence attainment of course objectives.
9. Reasonable accommodations shall be made to facilitate attainment of course objectives (ex. American Disabilities Act, individual assessment, challenge examinations) .

### **RECOMMENDED TIME FRAME**

1. For individuals returning to clinical practice the following time frame is recommended:
  - (a) Theoretical component should be a minimum of 60 clock hours or greater;
  - (b) Clinical should be a minimum of 180 clock hours;
  - (c) Time frame may be adjusted based upon individual assessment.
2. Individual time frames are allowed for other areas of practice not involving direct patient care.

### **CONTINUING EDUCATION CREDIT**

A maximum number of 24 contact hours shall be recognized by the Alabama Board of Nursing as continuing education credit for completion of a refresher course.

### **CONTENT**

The content may be taught utilizing a variety of methodologies including but not limited to independent study, interactive video, lecture, computer programs and group

activity. The content as outlined is basic for reentry or transition within general nursing care settings. Individuals wishing to enter specialty areas may require additional orientation and continuing education.

The content outlines, which follow, provide a framework for course development. The provider or sponsor of the refresher course is accountable for determining the objectives, content, course expectations and evaluating outcomes. A minimum of five areas of study are recommended for development: I. Safe and Effective Care Environment; II. Health Promotion and Maintenance; III. Psychosocial Integrity; IV. Physiological Integrity; and V. Integrated Concepts and Processes.

## **REFRESHER COURSE CONTENT OUTLINE**

### **Content Area**

#### **I. Safe, Effective Care Environment**

##### **A. Management of Care/Organization**

- Advance directives
- Advocacy
- Case Management
- Patient Rights
- Concepts of Management
  - a. Delegation
  - b. Establishing Priorities
  - c. Supervision
- Confidentiality
- Consultation with Members of the Health Care Team/Referral
- Continuity of Care
- Quality Improvement

- Ethical Practice
- Incident/Irregular Occurrence/Variance Reports
- Informed Consent
- Legal Responsibility
  - a. American Disabilities Act
- Organ Donation
- Resource Management
- Cost Management

#### B. Safety and Infection Control

- Accident Prevention
- Disaster Planning
- Medical Error Prevention
- Handling Hazardous and Infectious Materials
- Medical and Surgical Asepsis
- Standard and Other Precautions
- Use of Restraints

## **II. Health Promotion and Maintenance**

#### A. Growth and Development Through the Life Span

- Age Specific Process
- Ante/Intra/Postpartum and Newborn
- Developmental Stages and Transitions
- Expected Body Image Changes
- Family Planning
- Family Systems
- Human Sexuality

#### B. Prevention and Early Detection of Health Problems

- Disease Prevention

- Health and Wellness
- Immunizations
- Lifestyle Choices
- Techniques of Physical Assessment

### **III. Psychosocial Integrity**

#### **A. Coping and Adaptation**

- Coping Mechanisms
- End of Life
- Grief and Loss
- Mental Health concepts
- Religious and Spiritual Influences on Health
- Sensory/Perceptual Alterations
- Situational Role Changes
- Stress Management
- Support Systems
- Therapeutic Interactions
- Unexpected Body Image Changes

#### **B. Psychosocial Adaptation**

- Behavioral Interventions
- Chemical Dependency
- Child Abuse/Neglect
- Crisis Intervention
- Domestic Violence
- Elder Abuse/Neglect
- Psychopathology
- Sexual Abuse
- Therapeutic Milieu



## **IV. Physiological Integrity**

### **A. Basic Care and Comfort**

- Assistive Devices
- Elimination
- Mobility/Immobility
- Non-pharmacological Comfort Interventions
- Nutrition and Oral Hydration
- Palliative/Comfort Care
- Personal Hygiene
- Rest and Sleep

### **B. Pharmacological and Parenteral Therapies**

- Blood and Blood Products
- Venous Access Devices
- Chemotherapy/Antineoplastic Agents
- Intravenous Therapy
- Medication Administration
- Parenteral Fluids
- Actions, Interactions, Adverse Effects and Contraindications
- Pain Management
- Side Effects
- Total Parenteral Nutrition

### **C. Reduction of Risk Potential**

- Diagnostic Tests
- Laboratory Values
- Pathophysiology
- Potential for Alterations in Body Systems

- Potential for Complications of Diagnostic Tests, Procedures, Surgery and Health Alterations
- Therapeutic Procedures
- D. Physiological Adaptation
  - Alterations in Body Systems
  - Fluid and Electrolyte Imbalances
  - Hemodynamics
  - Infectious Diseases
  - Medical Emergencies
  - Pathophysiology
  - Radiation Therapy
  - Respiratory Care
  - Unexpected Response to Therapies

## **V. Integrated Concepts and Processes**

- A. Nursing Process
- B. Caring
- C. Communication and Documentation
- D. Cultural Awareness
- E. Self Care
- F. Teaching/Learning /Principles/Methods
- G. Nurse Practice Act
- H. Scope of Practice
- I. Standards of Practice
- J. Research Methods and Technology
- K. Outcome Measurement